



## **Board of Trustees Meeting Agenda September 18, 2015**

### **MEETING MINUTES**

**The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 8:30 am on the above date at 150 Washington Street, Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called other APPLICABLE SECTIONS OF THE General Laws of the state of the Rhode Island as amended.**

**Board Members Present:** Donna Policastro, Nancy McMahon, Jane Williams, Charles Alexandre, Christine Rei, Gerald Williams, Jody Jencks

**Excused:** Angela Patterson, Mary Sullivan

**Staff Present:** Pamela McCue, CEO, Mike Abney, CFO, Keith Oliveira, COO, Colleen Hitchings, CAO, Patricia LaSalle, Executive Assistant

**Guest:** Julian Drix

#### **1. Call to Order/Welcome**

Meeting called to order at 8:30 a.m. by Donna Policastro. A quorum was established. Mrs. Policastro asked if any Board members had a conflict of interest with any of the agenda items. No members declared a conflict of interest.

#### **2. Discussion/vote to approve June 23, 2015 meeting minutes.**

On motion by Donna Policastro, and seconded by Nancy McMahon, the present board members unanimously voted to accept the minutes of June 23, 2015.

#### **3. Open Public Comment period-** None was provided

#### **4. Administrative Reports**

##### **I. CEO Report**

##### **i. Academic Report**

###### Charter Renewal

We anticipate the recommendation to the Board of Education will be a 5 year charter renewal-the maximum amount of time allotted under the law –We are still waiting to be placed on the agenda

###### New Student Orientation

New students participated in a 3 day orientation (Aug 25-27) that included an introduction to the school, standardized testing, and an outdoor leadership activity at the Newport County YMCA challenge course. Faculty orientation (8/27, 8/28, 8/29, 8/30) was 4 days and included professional development on a new schoolwide literacy initiative (Keys to Literacy)

###### New block schedule

The new schedule now has 4 blocks with 1 ½ hour classes. Wednesday schedules accommodate student internships, common planning time, and individualized student instruction.

### Technology

We purchased 160 new Chromebooks this year, therefore students in grades 10-12 have been issued one. We also purchased four (4) new Brightlinks projectors (make any wall an interactive smartboard).

### Field trips

Already students have participated in experiential learning by attending the following field trips;

- The 11<sup>th</sup> grade attended the Multicultural Nurses Pathway to Empowerment conference;
- 12<sup>th</sup> grade anatomy classes visited the Boston Museum of Science,
- 12 plus students college visits to Quinnipiac University in CT, Salve Regina University, Northeastern University and the Massachusetts General Hospital Museum.

### College Courses

The following college courses \*dual and concurrent) are being taken this fall by RINI students:

- URI writing 104 earning (3CR)
- CCRI Oral Communication (3CR)
- URI BIO 121 (4 CR)
- URI Chemistry 103 (3CR),
- URI General Psych (113) 3CR)

We are currently talking to Sacred Heart University and Roger Williams University about future plans.

### Internship Opportunities

RINI students are participating in internships at various health facilities which include Kent Hospital, Memorial Hospital, West View Nursing home, Orchard View Manor, Performance PT (shadow), and Evergreen House Health Center. We have also provided a mentoring program with Lifespan

### Activities

On December 8<sup>th</sup>, RINI will hold a Community and Family Health Fair. We are also planning a Breakfast Conference for Guidance Counselors, Math and Science teachers scheduled for November 12th; Lastly, RI Monthly awarded RINI MC \$3000 in scholarship money to be awarded at graduation to 3 RINI students pursuing a BSN at one of the state's nursing programs.

### Facilities Report

There were a number of improvements to the RINI facilities over the summer break to get the school ready for the 2015-16 school-year. These improvements included: removing the wall to expand the nursing lab in room 418; painting the entire 150 Washington location; steam cleaning all carpeting in both locations; performing air quality tests in 150 Washington St (results were within normal limits); rearranged a number of classrooms to create more work space, conducted a phone system assessment to ensure all in working order ; added additional shelving in storage room. We also had to increase the amount of parking spaces to accommodate the additional staff.

### Enrollment

RINI enrolled 72 new students since the end of last year. However, 8 did not show up at the beginning of the school year. Over the summer, a total of 64 new students enrolled with 12 students withdrawing. Current enrollment as of 9/14 is at 199 students; the goal is to get to the budgeted number of 220 students.

## **ii. Financial Report**

- The annual audit for fiscal year 2015 is not yet complete, once completed I will report on our prior year in its entirety to the Board.
- After hiring all of our new staff, giving step raises to all of our certified teaching staff, and raises to non-certified staff, we came in under our approved budget on total salaries for fiscal year 2016.
- We budgeted 220 students and billed quarter one invoices to districts for 210 students, so we are slightly under budget on district billing for quarter 1.
- We received a grant from the RGK foundation for \$36,900 for fiscal year 2016 that we are excited to put to good use.

## **5. New Business**

### **i. Discussion/vote on the appointment of Julian Drix, Asthma Control Program Manager for the RI Department of Health to a member of the RINI Middle College Board of Directors.**

On motion of Nancy McMahon and seconded by Christine Rei, the present Board members unanimously voted to appoint Mr. Drix to the RINIMC Board of Directors.

### **ii. Discussion/vote on RINIMC Faculty/Staff Appointments for Academic Year 2015-2016**

- a. Colleen Hitchings-Chief Academic Officer
- b. Dawn McGill RN Faculty
- c. Jennifer Keating Guidance Counselor
- d. Sylvia Stipich ELL Instructor
- e. Cynthia Forte Mathematics Coach
- f. Donna Bianca RN Faculty- CNA Instructor
- g. Audrey Wozniak Internship Coordinator
- h. Luis Contreas Spanish Instructor
- i. Veronica Mays English Teacher

On Motion, of Nancy McMahon and seconded by Dr. Charles Alexander, the present Board Members unanimously voted to appoint the new members to the Staff and existing faculty to new positions.

### **iii. Discussion/vote to accept the resignation of Kate Aubin-English Teacher, and Everett Einstein-English Teacher, and Brian Butler-Chief Academic Officer.**

On motion of Dr. Jane Williams, and seconded by Christine Rei, the present Board members unanimously voted to accept the resignation of Kate Aubin, Everett Einstein, and Brian Butler.

### **iv. Discussion/Vote to apply for the approval of RINIMC to become a CTE approved program**

Ms. McCue informed the Board that the RI Department of Education (RIDE) has revamped its regulations pertaining to career and technical education. These new regulations reflect a change in vision for (RIDE) and the state in career preparation. Ms. McCue informed the Board that after extensive discussions with RIDE staff and a review of the regulations; the vision reveals (to her) a movement in career preparation beyond the traditional vocational realm to a focus on the current high demand careers that require a four year college degree and beyond. The new regulations seek to approve programs that provide career preparation by integrating career knowledge within core content subjects, offering courses that allow students to earn workforce certificates; and include college prep classes and opportunities for dual/concurrent college enrollment. Funding will also follow these approved programs. Ms McCue informed the Board that this new vision in career education at RIDE reflects what RINI is and has been doing. presented that she has researched this avenue with her staff that the state is in the direction of career and technical education. Discussion were made regarding the vision of RINIMC as a CTE program. Ms. McMahon and Dr. Williams expressed concern that Nursing is not a tech vocation. It needs to be clearly understood that Nursing is a profession.

Mr. Williams expressed that he did not have enough information to vote. Mr. Alexandre also requested more information however will vote. Mrs. McCue informed the board that she will provide more information regarding the CTE accreditation and how it will support RINIMC's mission. In addition, Mrs. McCue stated she will continue to provide information to the board as the school moves to become a CTE approved program.

On motion of Nancy McMahon, and seconded by Christine Rei, the present Board members voted

**In Favor:**

Nancy McMahon  
Jane Williams  
Christine Rei  
Jody Jencks  
Julian Drix  
Charles Alexandre

**Opposed:**

None

**Abstained:**

Gerald Williams

The majority of the board voted in favor of RINIMC to apply with the Department of Education to become a CTE program

**6. Announcements for the good and welfare of the organization**

Mr. Williams stated that RINI students could possibly receive college credits while performing as interns. He also noted that there may be a College Internship Course available as another way for students to receive additional college credits.

Mr. Williams also stated that RINI develops after-school clubs in middle schools that are “RINI based” in order to increase enrollment.

Announcements from Chairwoman Policastro:

- inquired about the Cape Verde trip and asked for an overview. Mrs. McCue noted that a full presentation will be given at the next Board of Directors meeting.

- informed the board of the social media impact and the loss of 5 major sponsors due to “The View’s” response regarding the Nursing Profession and asks that you go on the sponsor’s FB page and like their page. The 5 sponsors are England’s Best, Snuggles, Johnson & Johnson, Cottonelle, I-Party. This is a teachable moment about the Nursing Profession.

- noted that RINIMC received \$3,000 in scholarship money from RI Monthly. Three (3) \$1000.00 scholarships will be given to students at the 2016 graduation.

-Ask that we support Elizabeth Bank Ryan of Kids Count and their initiative to “teach parents about economic health’ and encouraged the board to find ways to support/ collaborate with this initiative by way of offering an adult CNA Program.

-Informed the board that RINI was advised by the legal counsel to not move forward with the partnership with RIAC due to conflicts of interest. RIAC has been informed.

Mr. Julian Drix:

Dept. of Health has a monthly webinar series on Chronic Care & Disease management. Next webinar is Oct 22<sup>nd</sup> and will focus on how to implement the asthma guidelines of care within a clinical practice of a community and what the guidelines should be.

Also, beginning 10/22 is a 2 day intense prep course to prepare for the National Asthma Educator Certification exam. Must be a Nurse, MD, or a community health worker with 1000 hours with direct patient interaction with asthma patients. Asthma educator can be another possible career path for health workers and RINI students.

The Care Transfer Coalition is looking at changing the delivery care system. This year’s annual conference is scheduled for November. MD’s, Nurses, and other high level workers attend this conference. Maybe RINI students would be interested in attending.

Next meeting is scheduled for October 9, 2015.

**7. Adjournment**

On motion of Ms. McMahon, seconded by Mrs. Rei, it was unanimously voted to adjourn at 9:57 a.m.